

## EXPECTED CONTRACTS INSTRUCTIONS (DMT-891)

DIVISION	Check the box for the contracting division.
TYPE OF CONTRACT	Check the box for the type of contract. The choices are New, Extended Time, or Amended. Check "Amended", if the list of contracts is for change in dollar amounts.
PROGRAM NAME	Enter the name of the program providing funds.
CONTRACT PERIOD	Enter the beginning and ending date of the contract period (mm/dd/ccyy).
PROFILE ID NUMBER	Enter the CARS PROFILE ID (Maximum 6 characters).
PROFILE NAME	Enter the name of the CARS PROFILE (Maximum 25 characters).
AGENCY NAME	Enter the name of the agency.
AGENCY NUMBER	Enter the CARS agency number (Maximum 10 characters).
AGENCY TYPE	Enter the one or two digit CARS agency type code (Maximum 2 characters).
CURRENT CONTRACT LEVEL	Complete this column (Column B) only if this is a change to an existing PROFILE contract level. Enter the amount of the current contract level. Use whole dollars.
CONTRACT CHANGE AMOUNT	Complete this column (Column B) only if this is a change to an existing PROFILE contract level. Enter the amount of increase or (decrease) to current contract level. Use whole dollars.
NEW CONTRACT LEVEL	Enter the total contract level for this PROFILE which will appear on the CARS system after this document is keyed. If this is a new PROFILE for an existing contract or a new contract, this will be the only column with an entry. If this is an emended level or a PROFILE, this column equals Column A plus Column B. Use whole dollars.
TOTALS	Enter the total of each column.
PREPARED BY	Enter the name of the person preparing this form.
TELEPHONE NUMBER	Enter the telephone number of the preparer of this form.
DATE PREPARED	Enter the date this form was prepared (mm/dd/ccyy).
DIVISION APPROVAL	Enter the signature of the authorized Division representative.
TELEPHONE NUMBER	Enter the telephone number of the authorized Division representative.
DATE APPROVED	Enter the date the form was signed by the authorized Division representative (mm/dd/ccyy).